

# Washington County

## Job Description



<b>Title:</b>	Mental Health Court Tracker	<b>Code:</b>	
<b>Division:</b>	Operations	<b>Effective Date:</b>	05/13
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	
<b>Career Service:</b>	No	<b>FLSA:</b>	Yes

### GENERAL PURPOSE

Performs a variety of working level professional law enforcement duties related to monitoring Mental Health Court participants. Helps Court participants to successfully complete their Court obligations by monitoring, encouraging, and in some cases enforcing compliance to the requirements of the Court.

### SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant, or assigned supervising officer.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Works with the Mental Health Court team to develop administrative protocols to use when rewarding participants for being compliant, or for graduated sanctions when non-compliant.

Administers appropriate screenings, such as the Brief Jail Mental Health Screen, as necessary.

Reviews Mental Health Court rules with participants upon admission to the program; visits participants at their homes, places of employment, and other places deemed necessary to monitor compliance and progress with court orders and treatment plans. Encourages positive performance; provides advice and direction within the scope of training. Makes frequent written and oral progress reports to the court.

Administers drug and alcohol tests when warranted; maintains, collects, documents, and processes evidence as necessary; meets with SBHC staff weekly to report on participant progress; coordinates with treatment team to ensure client is following treatment and care plan; attends bi-weekly Mental Health Court Team staff meetings; reports on participant progress and compliance.

Serves as a liaison with other law enforcement officers responding to assist as necessary; provides assistance as appropriate on enforcement issues related to Mental Health Court clients; responds to calls; acts as a training liaison for the CIT program.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or GED; plus, Graduation from (P.O.S.T.) Academy

AND

B. Two (2) years of progressively responsible law enforcement experience.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; investigative methods and techniques, specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures

of police work; arrest, search and seizure laws, booking processes and procedures; court procedures; English, grammar and technical writing skills.

**Skill in** the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms, taser, urinary analysis machine, ASP, radio, restraints, computer, etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid Utah State Drivers License. Must be LEO / P.O.S.T. certified. Must work rotating shift work. Must complete 40 hours of training per year to maintain certification.

Crisis intervention Team Certification is required within 12 months of hire.

Must successfully complete Field Training with the WCSO.

4. Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, ie. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.